

Instructions for Completing the Project Request Database

Requests for *Repair and Renovation*, *Capital Improvement*, and *Preplanning* projects should be prepared in the same **Project Request Database spreadsheet**. Each institution and agency will submit one (1) electronic copy of the **Project Request Database** to the Bureau of Building, Grounds and Real Property Management. (Code 31-11-27)

Information: It is important that we have the information at the top of the page regarding Institution/Agency name, Preparer's Name responsible for the data compilation, Phone, Fax, and E-mail. **PLEASE DO NOT CHANGE OR MODIFY THE FORMULAS OR SETTINGS, BECAUSE THESE ARE USED TO GENERATE THE FINAL REPORTS.**

Request Information:

1. **Fiscal Year:** The fiscal years covered by the request are pre-selected and may not be changed. Up to 10 entries per fiscal year may be submitted (regardless of project type) **Note: Do NOT enter more projects than your institution/agency can reasonably be anticipated to be authorized for by the Legislature in a single fiscal year. Do NOT feel obligated to fill in 10 requests per fiscal year. Do NOT repeat the same project in multiple fiscal years as this exaggerates the total value of projects requested. DO list a project over multiple fiscal years if phased funding is desired (add "Preplan", "PH I", "PH II", etc. to Anticipated Project Titles for such requests). Do NOT "front-load" requests or leave out later fiscal years.**
2. **Indicate Request Priority:** List the projects in "your" priority order per fiscal year.
3. **Institution:** List name as it appears for your agency/institution in BRICKS. **Note: Do NOT add "The" to your name. Do NOT use ALL CAPS in this (or in other fields).**
4. **Anticipated Project Title:** A brief title delineating the project. No more than 50 characters, 30 characters or less is preferred.
5. **Project Type:** Classification of the project.
 - a. **Repair and Renovation:** Generally, repair and renovation either returns a building to its original condition, or updates it to meet current codes and standards. Minor or incidental additions only.
 - b. **Capital Improvements:** ALL new buildings, major additions and infrastructure.
 - c. **Preplanning:** Projects for new buildings over \$2,000,000.00 require preplanning per statute. Preplanning is encouraged for renovation projects over \$3,000,000.00. Rule-of-Thumb for Fees and Expenses for Preplanning are generally 2 ½ % of anticipated construction cost.
6. **Project Description:** Give a brief description of the project which includes square footage and intended use of facility. The fields will automatically expand to accommodate all entered data. You are not restricted to a single line. **Note: For any project involving a new building, identify if project is to replace an existing building or buildings of comparable size. Net increases to the building inventory are substantially more difficult to support than replacements.**
7. **Project Justification:** Give a brief justification of the need for the project. The fields will automatically expand to accommodate all entered data. You are not restricted to a single line. **Note: Clearly indicate if a project involves a health, safety, welfare issue or increases risk if work is deferred.**

8. **Minor Repair and Renovation:** Check this box if the project requested is for minor repair and renovation, furniture and equipment, or other scope which may be more appropriately funded with appropriated funds rather than bonds. Projects with a 20-year, or less, life such as roofing or HVAC repairs would generally meet these criteria.
9. **New Construction:** Check this box if the project requested is for a new building.
10. **Construction Costs:** Give the best known budget for construction/renovation costs associated with this project.
11. **Prime Professional Fees:** This field will automatically calculate based on construction cost entered.
12. **Cx Fees:** This field will automatically calculate based on construction cost entered.
13. **Miscellaneous:** Enter other costs here, not included in other categories.
14. **Furniture & Equipment:** Give the best known budget for furniture and equipment needs associated with this project.
15. **Telecommunications:** Give the best budget for telecommunications equipment and infrastructure associated with the project.
16. **Contingency:** Enter a value for this contingency, generally 5% of construction cost.
17. **Estimated Total Project Budget:** This column will total automatically.
18. **Current Funding:** Enter any Federal, local, agency, grant or other funding available to agency for this project other than current bond request.
19. **Requested Funding:** Enter amount of request here. This may be less than 100% of total estimated budget if request is for partial funding over multiple years OR if current funding (Federal, Local, Agency, Grant, Other) will form part of the project budget.
20. **Estimated Begin/End Dates:** Assuming funding is provided identify estimated dates to begin planning and complete construction.
21. **Impact Fields:** Enter institution / agency cost impact(s) if project is executed. **Note: Failure to identify or misrepresent anticipated impact costs contributes to lack of support for recurring appropriations to support expenses related to new buildings. Repair and renovation project impacts, can often be NEGATIVE for O&M and Energy Costs.**
22. **Financing:** Enter costs of funding other than cost of debt service for bonds being requested.
23. **Annual Economic Impact:** Enter estimate of positive annual local and/or state economic impact if project is executed.